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AFSC 5R0X1
Chaplain Assistant

CAREER FIELD EDUCATION
AND TRAINING PLAN

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CHAPLAIN ASSISTANT SPECIALTY
AFSC 5R0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

.

Table of Contents

PART I

PART II

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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. *NOTE:* Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors plan, manage, and control training within the specialty using both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, experience, training, and other); and Section D indicates resource constraints, such as funds, manpower, equipment, and facilities. Section E identifies transition training guidance requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A, identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course and core task and correspondence course requirements. Section B: contains the course objective list and training standards which supervisors will use to determine if Airmen satisfied training requirements. Section C: identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training); Section D identifies a training course index supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Distributed Learning (ADL) – ADL is an evolution of distributive learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media.

Advanced Training (AT) – Formal course that provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills and knowledge to enhance their expertise in the career field. Training is for selected career Airman in the advanced level of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new skill-level/AF Specialty Code (AFSC).

Air Force Career Field Manager (AFCFM) – The Air Force focal point for the designated career field with a functional community (AF/HCC for 5R0X1). Serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Responsible for the career field policy and guidance.

Air Reserve Component (ARC) – This term is used as an overarching term when referring to both the Air National Guard and Air Force Reserve component together.

Air Force Specialty (AFS) – A group of positions with the same title and code that require common qualifications.

Career Field Education and Training Plan (CFETP) – CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources; and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. It is the formal training contract between the AFCFM and AETC for formal accession and life-cycle training skills.

Core Task – Tasks identified with a 5 or 7 in Column 2 are core tasks. Core tasks are tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

Course Objective List (COL) – A publication derived from initial and advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- or 7-skill level in this career field. Supervisors use the COL in conjunction with the STS to assist in conducting graduate evaluations in accordance with AFI 36-2201.*Air Force Training Program.*

Direct Reporting Unit (DRU) - A subdivision of the Air Force, directly subordinate to the Chief of Staff, US Air Force. A DRU performs a mission that does not fit into any of the MAJCOMs. A DRU has many of the same administrative and organizational responsibilities as a MAJCOM.

Distributed Training – Formal courses that a training wing or a contractor develops for export to a field location (in place of resident training for trainees to complete without on-site support of the formal school instructor).

Duty Position Tasks – The tasks assigned to an individual for the position currently held. These include as a minimum all core tasks that correspond to the duty position, and tasks assigned by the supervisor.

Field Operating Agency (FOA) – FOAs are subdivisions of the Air Force directly subordinate to a headquarters US Air Force functional manager. A FOA performs field activities beyond the scope of the MAJCOMs. The activities are specialized or associated with an Air Force-wide mission and do not include functions performed in management headquarters (such as AMC), unless specifically directed by a DoD authority. Two examples are the Air Force Personnel Center (AFPC) under the DCS, Personnel, and the Air Force Office of Special Investigations (AFOSI) under The Inspector General. Similar organizations at MAJCOM level are called MAJCOM FOAs.

Functional Manager – Senior leaders, designated by the appropriate functional authority (FA) who provide day-to-day management responsibility over specific functional communities at the MAJCOM, FOA, DRU, or ARC level. While they should maintain an institutional focus in regards to resource development and distribution, FMs are responsible for ensuring their specialties are equipped, developed, and sustained to meet the functional community's mission as well as encourage force development opportunities in order to meet future needs of the total Air Force mission.

Go/No-Go – The "Go" is the stage at which a trainee individual has gained enough skill, knowledge and experience to perform the tasks without supervision, meeting the task standard. "No-Go" is the stage at which the trainee has not gained enough skill, knowledge, and experience to perform the task without supervision, does not meet task standard.

Initial Skills Training – A formal school course that awards a 3-skill level in an AFSC for enlisted.

Master Task List (MTL) – A comprehensive list (100%) of all tasks performed within a work center and consisting of the current CFETP and locally developed AF Forms 797 (as a minimum). Should include tasks required for deployment and/or UTC requirements.

Master Training Plan (MTP) – Employs a strategy for ensuring the completion of all work center job requirements by using a Master Task Listing and provides milestones for task, CDC completion, and prioritizes deployment/UTC, home station training tasks, upgrade, and qualification tasks.

Occupational Survey Report (OSR) – A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-The-Job Training (OJT) – Hands-on, "over-the-shoulder" conducted to certify personnel in both upgrade (skill level award) and job qualification (position certification training).

Chaplain Assistant Apprentice Course (CAAC) – The Chaplain Assistant Apprentice Course is a technical training course (Type-3) that provides initial skills training to newly assigned Chaplain Assistants. Upon graduation, students are awarded the 3-skill level.

Chaplain Assistant Craftsman Course (CACC) – The Chaplain Assistant Craftsman Course is a technical training course that fulfills one component of the requirements for upgrade to the 7-skill level.

Proficiency Training – Additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT) – Hands-on performance training designed to qualify personnel in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

Resource Constraints – Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training – The total training process used to qualify Airmen in their assigned specialty.

Standard – A predetermined quality or quantity, against which performance skills and knowledge is measured. An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

Total Force – All collective Air Force components (active, reserve, guard, and civilian elements) of the US Air Force.

Trainer – A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach personnel specified tasks.

Training Capability – The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

Type 3 Training – This is the more common AFS-centered training of a continuing nature conducted at an AETC base, location, or station. It includes courses designed for initial training, retraining from one AFS to another, training on special or new equipment and procedures, advancement within an AFS, and initial skill multiphase AFSC awarding courses.

Type 5 Training – This training includes training conducted by the Army, Navy, Air Force agency or unit other than AETC, and other government agencies inside or outside of the Department of Defense (DoD).

Type 6, Distance Learning (DL) – This is formal training developed by a training wing (TRW), a training group (TRG), or a contractor to be exported to students at their base of assignment and designed to be learned without AETC course-qualified instructor expertise at the students' site. Specific information on JST may be found in AETCI 36-2208, *Type 6 Distance Learning*, and information on interactive courseware development is located in AETCI 36-2209, *Development and Maintenance of Interactive Multimedia Instruction (IMI)*.

Upgrade Training (UGT) – Mandatory training which leads to the attainment (award) of a higher level of proficiency (skill level).

Utilization and Training Workshop (U&TW) – A forum used to determine education and training requirements, by bringing together the expertise to establish the most effective mix of formal and on-the-job training for the AFS skill level. The U&TW process begins with a Specialty Training Requirements Team (STRT) meeting that is conducted prior to the U&TW and results in the development of a Course Resource Estimate (CRE). The primary participants in the U&TW process include AFCFM, AETC Training Program Manager (TPM), AETC Training Manager (TM), MAJCOM Functional Managers (MFMs), ARC personnel, and AFS Subject Matter Experts (SMEs). Other participants may include representatives from Air University/A4L (formerly Air Force Institute for Advanced Distributed Learning [AFIADL]) for CDCs, AETC CDC Writers, Air Force Occupational Measurement Squadron (AFOMS) for Occupational Survey Report (OSR) and briefings, Air Force Personnel Center (AFPC) Education, Training, and Classification, and AETC Instructional Technology Unit (ITU) Representative.

Wartime Course – Comprised of those tasks that must be taught when courses are accelerated in a wartime environment. **Wartime tasks** are the tasks to be taught in the 3-level course when the wartime courses have been activated. In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose: This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field-training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Individuals receive initial skills training upon entering into this specialty. This training is conducted by AETC at the USAF Chaplain Corps College at Fort Jackson SC. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3, 5, 7, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an Airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected Airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints which impacts full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training and contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is approval authority. Also, the AFCFM will initiate an annual review of this document (through Eaker Center/MSOT) to ensure currency and accuracy. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Builds a culture of spiritual care for Air Force members, their families and other authorized personnel, while pursuing the Chaplain Corps vision of *Glorifying God, Serving Airmen, and Pursuing Excellence.* Chaplain assistants manage religious observances, pastoral care, and provide advice to leadership on spiritual, ethical, moral and morale issues. Chaplain assistants meet the diverse needs of the multi-faith military community by managing religious programs, administrative, financial, and facility support. They recruit, train, and organize volunteers for specific religious ministries. Chaplain assistants are uniquely trained in the principles of religious diversity, religious accommodation, major faith group requisites, privileged communications and religious program management. Chaplain Assistants are trained in crisis intervention counseling to include suicide-intervention skills and traumatic stress response. They also are trained in religious support to hospitals and mortuaries. Chaplain assistants are considered visible reminders of the Holy and conduct themselves in a manner that brings credit, pride and honorable distinction to the Chaplain Corps. Related DoD Occupational Subgroup: 156100.

4.2. Duties and Responsibilities.

4.2.1. Manages, develops, and implements ministry needs assessment and identifies available resources to meet the spiritual, religious, ethical and moral needs of Air Force personnel, their families and other authorized personnel. Formulates action plans for using resources including personnel, materiel, facilities and funding. Interprets and implements policies and procedures inherent to the free exercise of religion. Assists chaplains in researching issues and advising commanders in the resolution of accommodation of religious practices.

4.2.2. Manages support of religious observances to include worship services, liturgies, rites, ceremonies, and memorial services. Coordinates worship-space requirements and oversees laity in preparing facilities, use of multimedia equipment and religious accouterments. Identifies and coordinates requirements for religious observances with medical, mortuary affairs and other agencies as needed.

4.2.3. Manages support of pastoral care to include counseling and referral, spiritual nurture, renewal and retreats, visitation and religious instruction. Executes crisis intervention counseling to include suicide intervention, traumatic stress response. Executes religious support to hospitals and mortuaries. Conducts unit visitation. Applies conflict-management skills. Organizes and coordinates stewardship and social-outreach activities. Coordinates Chaplain Corps activities with military and civilian organizations.

4.2.4. Manages religious support team (RST) functions, personnel readiness and deployment taskings. Develops, coordinates and reviews operations plans and annexes. Coordinates religious and pastoral support requirements with base supporting agencies. Manages religious support during contingencies for combat or humanitarian relief operations. Coordinates religious and pastoral support requirements with base agencies. Manages chapel control center. Prepares

and presents religious customs and culture briefings. Partners with chaplains in responding to aircraft crash and mass casualty sites, hostage situations, casualty collection points, evacuation and deployment processing points and work centers. Conducts spiritual triage by applying listening, observation and interviewing skills. Protects privileged communication obtained through chaplain pastoral counseling and intervention counseling. Coordinates and facilitates force protection.

4.2.5. Manages Chaplain Corps resources.

4.2.5.1. Manages manpower, personnel and volunteer programs. Identifies manpower requirements, develops position descriptions and assigns workloads. Manages attached reserve component personnel requirements and training. Manages laity training, involvement and recognition. Recruits, organizes, trains, oversees, and coordinates with volunteers to support specific religious ministries, maintains religious facilities and accouterments, and safeguards religious resources.

4.2.5.2. Manages financial support—Appropriated Funds, Chapel Tithes and Offering Funds (CTOF) and Non-Appropriated Funds (NAF). Assesses religious program priorities and fiscal support capabilities—identifies resource requirements, ascertains appropriate funding sources, submits budgets, reviews and coordinates budget execution, implements adjustments and conducts follow-up. Allocates resources and administers fiscal internal controls. Prepares statements of assurance. Ensures safeguarding of religious offerings. Advises parish councils and laity on fiscal support procedures.

4.2.5.3. Manages facilities. Assesses and processes requests for religious facility maintenance, modification and new construction to meet ecclesiastical and religious diversity requirements. Develops and coordinates self-help projects. Schedules and evaluates facility usage and maintenance.

4.2.6. Manages administration. Prepares written communications. Develops graphic presentations. Inputs, retrieves and analyzes statistical data. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains public relations materials, professional information resources and web-based publicity. Facilitates protocol support and manages special projects and programs pertaining to distinguished visitors.

5. Skill and Career Progression.
Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. The initial skills course MCALP5R031 0C3B, Chaplain Assistant Apprentice, must be completed for the award of AFSC 5R031. Initial skills training requirements were identified during the 5R0X1 STRT meeting held 6-8 April 2010 at Ft Jackson

SC and finalized during the U&TW held on 9 June 2010. The decision to train specific tasks and knowledge items in the initial skills course was based on a review of the Occupational Survey Report (OSR) data and subject matter expert (SME) inputs. Task and knowledge training requirements are identified in the specialty training standard, at Part II, Sections A and B. Individuals must complete the initial skills course to be awarded AFSC 5R031.

5.2. Journeyman (5) Level. Upgrade training to the 5-skill level in this specialty consists of task and knowledge training provided in CDC 5R051; completion of the core task requirements identified in the STS (Part II, Section A of this CFETP); and all duty position tasks identified by the supervisor.

5.3. Craftsman (7) Level. Begin upgrade training to the 7-skill level upon selection to SSgt. UGT consists of completing all core task requirements identified in the STS (Part II, Section A of this CFETP), all duty position requirements identified by the supervisor, and the M6ACL5R071 0C7B, Chaplain Assistant Craftsman Course.

5.4. Superintendent (9) Level. SMSgts are awarded AFSC 5R091 upon assuming the required grade, completion of USAF Senior NCO Academy, and recommendation of the supervisor.

6. Training Decisions

The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Chaplain Assistant career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. Training decisions were made during the 5R0X1 STRT meeting held 6-8 April 2010 at Ft Jackson SC and finalized during the U&TW held on 9 June 2010.

6.1. Initial Skills. The initial skills course MCALP5R031 0C3B was revised by Eaker Center/MSOT at Maxwell AFB to provide training needed to prepare graduates for Chaplain Assistant apprentice related positions.

6.2. Five Level Upgrade Requirements. The 5-level CDC 5R051 will be revised as needed to provide required training for upgrade in Chaplain Assistant related positions.

6.3. Seven Level Upgrade Requirements. The M6ACL5R071 0C7B, Chaplain Assistant Craftsman Course was revised to provide education and training skills in addition to the required core tasks identified in the STS and duty position tasks identified by the supervisor.

6.4. Task Qualification Training (TQT). TQT plays a key role in preparing chaplain assistants to perform their core competencies in a Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) threat environment. Functional area TQT is required in conjunction with the CBRNE Defense Training Course and Explosive Ordnance Reconnaissance (EOR) training. The timing of this training is specified in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations* paragraph 6.6.1. Additional information can be found in AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*.

6.4.1. To fulfill chaplain assistant TQT, wing chaplains and NCOICs should ensure Chaplain Corps specific inputs are incorporated into local exercise scenarios. Chaplain Corps members on the Exercise Evaluation Team should evaluate the Religious Support Team (RST) members participating in the exercise.

6.4.2. The following STS items will constitute the TQT requirements for chaplain assistants: item 4.3. Develop Deployed Ministry Plan; 4.4. Support Field Religious Observances; 4.9.1. Operate Control Center; 4.9.2. Obtain Resources; and 4.11. Participate in Field Training Exercise.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. **Note:** Chaplain Assistant retrainees must request enrollment into the Social Services degree program whereas non-prior service (NPS) are automatically enrolled. CCAF provides the opportunity to earn an Associate in Applied Science Degree. In addition to its associate degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor. For more information, see the online CCAF General Catalog under CCAF Publications at http://www.au.af.mil/au/ccaf/publications.asp.

7.2. Instructional Systems Development (ISD) Certification. Upon completion of ISD training and certification requirements, individuals who develop CCAF courses and curriculum at CCAF affiliated schools may be nominated by their school commander/commandant for ISD certification. See the CCAF General Catalog for more information.

7.3. Degree Requirements All Airmen are automatically entered into the CCAF. Prior to completing an associate degree, the 5-skill level must be awarded. For current degree requirements, see the online CCAF General Catalog.

7.4. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an AETC Instructor should possess or be actively pursuing an associate degree. Special Duty Assignment (SDA) requires an AETC instructor candidate to have a CCAF degree or be within one year of completion (45 semester hours). A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

Social Services CCAF Degree Requirements

Occupational Specialty 3S1X1, 5R0X1, 8C000

Degree Requirements
The journeyman (5) level must be held at the time of program completion.

Technical Education
(24 semester hours) A minimum of 12 SHs of technical core subjects or courses must be applied and the remaining semester hours applied from technical core or technical elective subjects or courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject or course must be approved in advance.

Technical Core	Max Sem Hours
CCAF Internship	18
Chaplain Corps Support	12
Counseling	3
Cultural Diversity	6
Equal Opportunity Management	24
Ethnic Studies	6
Family Services Administration	6
Group Dynamics	3
Social Problems	3
Social Psychology	3
World Religions	3

Technical Electives	Max Sem Hours
Abnormal Psychology	3
Computer Science	6
General Psychology	3
General Sociology	3
Human Communication	3
Human Development and Learning	3
Instructional Methodology	3
Interviewing Techniques	3
Leadership and Management	3
Principles of Accounting	3
Statistics	3
Technical Writing	3

Leadership, Management, and Military Studies
(6 semester hours) Professional military education, civilian management courses accepted in transfer and/or by testing credit.

Physical Education
(4 semester hours)

General Education

(15 semester hours) Applicable courses must meet the criteria for application of courses to the general education requirement.

Subject/Courses	**Sem Hours**

Oral Communication   3
Speech

Written Communication   3
English Composition

Mathematics   3
Intermediate algebra or a college-level mathematics course satisfying delivering institution's mathematics graduation requirement. If an acceptable mathematics course applies as technical or program elective, you may substitute a natural science course for mathematics.

Social Science   3
Anthropology, archaeology, economics, geography, government, history, political science, psychology, sociology

Humanities   3
Fine arts (criticism, appreciation, historical significance), foreign language, literature, philosophy, religion

Program Elective

(15 semester hours) Courses applying to technical education, leadership, management and military studies (LMMS) or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 9 SHs of CCAF degree -applicable technical course credit otherwise not applicable to program of enrollment.

8. Enlisted Career Path.

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn AIC	6 months 10 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job training for retrainees. - Complete appropriate CDC if and when available.	Amn A1C SrA	10 months 3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	**Trainer** - Qualified and certified to perform the task to be trained. - Must attend formal Air Force Training Course.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - 6 months OJT for retrainees. - Complete appropriate CDC if/when available. - Attend Craftsman course, if applicable.	SSgt	7.5 years	3 years	20 Years
	Certifier - Possess at least a SSgt with a 5-skill level or civilian equivalent. - Attend formal Air Force Training Course - Be a person other than the trainer.			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	22 years 24 years
***USAF Senior NCO Academy (SNCOA)** - Must be a MSgt or SMSgt Selectee. - Resident graduation is a prerequisite for SMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 years

Section C - Skill Level Training Requirements
9. Purpose.
Skill level training requirements in this specialty are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B, of this CFETP.

10. Specialty Qualification:

10.1. Apprentice Level Training:

10.1.1. Specialty Qualifications:

10.1.1.1. Knowledge. Knowledge is mandatory of the concepts and principles of religious diversity, religious accommodation, major faith group requirements, privileged communications, conflict management, screening and interviewing techniques, crisis intervention, trauma response, suicide intervention, volunteer and religious projects and programs management, resource administration and internal controls, contingency planning, deployment and mobilization procedures, personnel readiness, force protection and physical security of resources.
10.1.1.2. Education. For entry into this specialty, completion of courses in English composition, accounting, computer operations, world religions and human behavior is desirable.

10.1.1.3. Training. The following training is mandatory for award of the AFSC indicated:

10.1.1.3.1. 5R031. Completion of the chaplain assistant apprentice course.

10.1.1.3.2. 5R071. Completion of the chaplain assistant craftsman course via distance learning.

10.1.1.4. Experience. The following experience is mandatory for award of the AFSC indicated:

10.1.1.4.1. 5R051. Qualification in, and possession of, AFSC 5R031. Also, experience in supporting religious observances, pastoral care, readiness and deployments, and managing administrative functions and religious resources.

10.1.1.4.2. 5R071. Qualification in, and possession of, AFSC 5R051. Also, experience in managing Chaplain Corps manpower, personnel and volunteers, readiness and deployment operations, administrative functions, chapel financial management and internal controls, and religious programs.

10.1.1.4.3. 5R091. Qualification in, and possession of, AFSC 5R071. Also, experience in leading and managing religious support activities.

10.1.1.5. Other. The following are mandatory as indicated:

10.1.1.5.1. The following is mandatory for entry into this AFSC: Must be eligible to deploy and mobilize worldwide. Of the three assignment limitation codes C-1, C-2, and C-3, those coded C-1 or C-2 with approved waivers for PCS/Deployment are acceptable provided they are capable of performing the core tasks of this AFSC.

10.1.1.5.2. The following are mandatory for entry into, award of, and retention in this AFSC.

10.1.1.5.2.1. Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists.)

10.1.1.5.2.2. No history of emotional instability, personality disorder, or other unresolved mental health problems.

10.1.1.5.2.3. No convictions by courts-martial; punishment under the provisions of Article 15, UCMJ; or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, *Regular Air Force and Special Category Accessions.*

10.1.1.5.2.4. Recommendation by the Wing Chaplain and NCOIC that the individual is acceptable for entry into the career field and approval by the MAJCOM Chaplain Assistant Functional Manager.

10.1.1.5.2.5. No record of disciplinary action for financial irresponsibility, domestic violence or child abuse.

10.1.2.   Training Sources and Resources.   Completion of course MCALP5R031 0C3B, Chaplain Assistant Apprentice at Ft Jackson SC satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level.

10.1.3.   Implementation. Completion of the Chaplain Assistant Apprentice Course results in award of the 3-skill level.

10.2.   Journeyman Level Training: Entry into 5-skill level upgrade training is initiated when an individual is awarded the 3-skill level. Enrollment in 5R051 CDC is mandatory.

10.2.1 Specialty Qualification.

10.2.1.1.   Knowledge. Knowledge is mandatory of concepts of religious pluralism, religious diversity and religious accommodation in the Air Force, chaplain privileged communications and confidentiality; faith group requirements; principles of interpersonal relationships, screening and interviewing techniques, and suicide and crisis intervention skills; inspection and evaluation procedures; appropriated fund resource management, chaplain fund oversight and management, and religious facility management; communications and computer resource security; and personnel readiness, force protection of chaplains, war planning, and mobilization procedures.

10.2.1.2.   Education. N/A

10.2.1.3. Training. Completion of Career Development Course 5R051, Chaplain Assistant Journeyman is mandatory.

10.2.1.4. Experience. Experience in supporting religious observances, pastoral care, readiness and deployments, and managing administrative functions and religious resources

10.2.1.5. Other. N/A

10.2.2. Training Sources and Resources. N/A

10.2.3. Implementation. The 5-skill level is awarded upon completion of the 5R051 CDC; the core tasks listed in column 2a in the STS; duty position tasks identified by the supervisor; minimum time-in-training and recommendation of the supervisor.

10.3. Craftsman Level Training: Entry into 7-skill level training is initiated when an individual possesses the 5-skill level and is a SSgt or SSgt Selectee.

10.3.1 Specialty Qualification. All 5R031 and 5R051 qualifications apply to 5R071 requirements.

10.3.1.1. Knowledge. Knowledge is mandatory of the concepts and principles of religious diversity, religious accommodation, major faith group requirements, privileged communications, conflict management, screening and interviewing techniques, crisis intervention, trauma response, suicide intervention, volunteer and religious projects and programs management, resource administration and internal controls, contingency planning, deployment and mobilization procedures, personnel readiness, force protection and physical security of resources.

10.3.1.2. Education. Completion of a two-year degree in Chaplain Assistant studies is desirable.

10.3.1.3. Training. Completion of course M6ACL5R071 0C7B, Chaplain Assistant Craftsman is mandatory.

10.3.1.4. Experience. Prior qualification as a Chaplain Assistant Journeyman is mandatory. Also, experience in managing Chaplain Corps manpower, personnel and volunteers, readiness and deployment operations, administrative functions, chapel financial management and internal controls, and religious programs.

10.3.1.5. Other. N/A

10.3.2. Training Sources and Resources. Completion of course M6ACL5R071 0C7B, Chaplain Assistant Craftsman. Upgrade and qualification training are provided by qualified trainers.

10.3.3. Implementation. The 7-skill level is awarded upon completion of all STS core tasks, all duty position tasks identified by the supervisor, completion of the Chaplain Assistant Craftsman Course, recommendation of the supervisor and approval by the unit commander.

10.4. Superintendent Level Training: Entry into 9-skill level training is initiated when an individual possesses the 7-skill level and required grade.

10.4.1 Specialty Qualification.

10.4.1.1. Knowledge. Knowledge is mandatory of the concepts and principles of religious diversity, religious accommodation, major faith group requirements, privileged communications, conflict management, screening and interviewing techniques, crisis intervention, trauma response, suicide intervention, volunteer and religious projects and programs management, resource administration and internal controls, contingency planning, deployment and mobilization procedures, personnel readiness, force protection and physical security of resources.

10.4.1.2. Education. N/A

10.4.1.3. Training. N/A

10.4.1.4. Experience. Experience in leading and managing religious support activities.

10.4.1.5. Other. N/A

10.4.2. Training Sources/Resources. N/A

10.4.3. Implementation. The 9-skill level is award upon assuming the required grade of SMSgt and recommendation by the supervisor

Section D - Resource Constraints

11. Purpose. This section identifies known resource constraints which preclude optimal and desired training from being developed or conducted, including information such as cost and manpower.   Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice 3-Skill Level Training:

12.1. Constraints: No known 3-level constraints.

13. Journeyman, 5-Skill Level Training:

13.1. Constraints: No known 5-level constraints.

14. Craftsman, 7-Skill Level Training:

14.1. Constraints: No known 7-level constraints

Section E. Transitional Training Guide

There are currently no transition training requirements. This area is reserved.

Part II

Section A – Specialty Training Standard

1. Implementation. This STS will be used for technical training provided by AETC for the three-skill level Chaplain Assistant Apprentice Course, course number MCALP5R031 0C3B, effective *11 Jan 11* and the seven-skill level Chaplain Assistant Craftsman Course, course number M6ACL5R071 0C7B, effective *21 Feb 11*. In addition, this STS will be effective for CDC, edit code 05, with a customer need date of 1 Apr 11.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for Airmen to perform duties in the 3, 5, and 7-skill level. Column 2 (Core/Wartime Tasks) identifies by "5" and "7" core task training requirements, and by "$" wartime tasks taught in the 3-level course during an accelerated training environment due to wartime.

NOTE: Tasks are functionally grouped by subject and/or job position to aid task selection and reduce duplication. Supervisors may select tasks from any attachment to accurately define a job.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification or completed date. (As a minimum, use the following column designators: Training Start, Training Complete, Trainer Initials, and Trainee Initials).

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and knowledge and the career knowledge provided by the correspondence course.

2.4. Qualitative Requirements (Attachment 1) contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Use to document task completion when placed in AF Form 623, Individual Training Record Folder and used according to AFI 36-2201.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron, by senior NCOs with extensive practical experience in their career fields. The test samples knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based on study references listed in the WAPS catalog. WAPS is not applicable to the Air Reserve Component.

2.7. Documentation. Using the MTL, identify all duty position requirements, including those core tasks associated with the current duty position, by circling the sub-paragraph number next to the task statement.

NOTE: Training on all core tasks is still required for upgrade. Do not circle core tasks not related to the current duty position.

2.7.1. When completing the identification page, only the last 4 digits of the SSN are required.

2.7.2. For documentation, decertification/recertification and transcribing procedures, see AFI 36-2201.

2.8. Core Tasks. Tasks identified with a 5 or 7 in Column 2 are core tasks. Core tasks are tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC.

2.9. This CFETP will be used during the initial evaluation of all newly assigned personnel.

3. Recommendations. Report unsatisfactory performance of individual course graduates to Eaker Center/MSOT, 525 Chennault Circle, Maxwell AFB, AL 36112-6418. Reference specific STS paragraphs. A customer service information line has been installed for the supervisors' convenience to identify graduates who may have received over or under training on task and knowledge items listed in this training standard. For a quick response to problems, call our Customer Service Information Line (CSIL), DSN 493-2907, or e-mail cpd.csil@maxwell.af.mil.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL   CECIL R. RICHARDSON, Major General, USAF
                                                         Chief of Chaplains

2 Attachments
1. Qualitative Requirements
2. Specialty Training Standard (STS)

Attachment 1

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	**Initials (Written)**	**SSAN (Last Four)**
Printed Name Of Trainer and Certifying Official And Written Initials		
N/I	**N/I**	
N/I	**N/I**	
N/I	**N/I**	
N/I	**N/I**	
N/I	**N/I**	
N/I	**N/I**	

QUALITATIVE REQUIREMENTS

	Proficiency Code Key	
	Scale Value	**Definition: The individual**
Task Performance Levels	1	**Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)**
	2	**Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)**
	3	**Can do all parts of the task. Needs only a spot check of completed work. (Competent)**
	4	**Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)**
*Task Knowledge Levels	a	**Can name parts, tools, and simple facts about the task. (Nomenclature)**
	b	**Can determine step by step procedures for doing the task. (Procedures)**
	c	**Can identify why and when the task must be done and why each step is needed.** **(Operating Principles)**
	d	**Can predict, isolate, and resolve problems about the task. (Advanced Theory)**
**Subject Knowledge Levels	A	**Can identify basic facts and terms about the subject. (Facts)**
	B	**Can identify relationship of basic facts and state general principles about the subject. (Principles)**
	C	**Can analyze facts and principles and draw conclusions about the subject. (Analysis)**
	D	**Can evaluate conditions and make proper decisions about the subject. (Evaluation)**

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

 #   This mark is used to show that some advanced training in the specific area is provided

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

$ This mark is used to show tasks identified for wartime training. These tasks will be taught in an accelerated 3-level course.

5 When this code is used in the Core/Wartime Tasks Column, it indicates the AFCFM has mandated this task as a core 5-level requirement.

7 When this code is used in the Core/Wartime Tasks column, it indicates the AFCFM has mandated this task as a core 7-level requirement.

Italicized tasks are required components of Task Qualification Training (TQT)

1. Tasks, Knowledge And Technical References		3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	2. Core/ Wartime Tasks	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
1. USAF Chaplain Corps TR: DODD 1300.17; AFPD 52-1; AFIs 36-2101, 36-2811, 36-2618, 52-101, 52-102 Vol 1 & 2, 52-104, 52-105 Vol 2; AFH 32-1084 Sec G; Air Force Officer and Enlisted Classification Directories								
1.1. Doctrine						-	-	-
1.2. Mission	$					A	B	-
1.3. Core Functions	$					A	B	-
1.4. Core Processes	$					A	B	-
1.5. Organizational Structure	$					A	-	-
1.6. Chaplain Corps Publications & Forms						A	-	-
1.7. Chapel Facilities								
1.7.1. Types						A	A	-
1.7.2. Purpose and Use						B	-	-
1.7.3. Nomenclature						A	-	-
1.8. Duties and Responsibilities	$					B	-	-
1.9. Religious Support Team	$					B	-	-
1.10. Religious Program Planning								
1.10.1. Concepts	$					A	-	-
1.10.2. Application	$					b	-	-
2. Religious Observances TR: DoD Directive 1300.17; AFIs 36-2706, 36-2903, 52-101, Title 29,								

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
2.1. Faith Group Tenets	$					A	-	-
2.2. Support Worship								
2.2.1. Catholic	5/$					2b	-	-
2.2.2. Protestant	5/$					2b	-	-
2.2.3. Orthodox						a	-	-
2.2.4. Jewish						a	-	-
2.2.5. Muslim						a	-	-
2.2.6. Other						a	-	-
2.2.7. Interfaith						a	-	-
2.2.8. Ecumenical						a	-	-
2.3 Liturgies and Rites								
2.3.1. Catholic	$					A	-	-
2.3.2. Protestant	$					A	-	-
2.3.3. Orthodox						A	-	-
2.3.4. Jewish						A	-	-
2.3.5. Muslim						A	-	-
2.3.6. Other						-	-	-
2.4. Prepare Neutral Chapel Facilities	5/$					3c	-	-
2.5. Funerals and Memorial Services	$					A	-	-
2.6. Religious Accommodation								
2.6.1. Concept	$					A	B	C
2.6.2. Sensitivity	$					B	-	-
2.6.3. Process Religious Accommodation Requests	7/$					a	b	3c
3. Spiritual Care TR: MCM (MRE) 503; USAF WMP 1, Annex X; JP 1-05; AFIs 36-2618, 44-153, 44-154, 52-101, 52-102 Vol 2, 52-104								
3.1. Concept	$					A	-	-

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
3.2. Apply Rules of Confidential Communications	5/$					3c	-	-
3.3. Crisis Response Actions								
3.3.1. Perform Intervention Counseling	5/$					2b	-	-
3.3.2. Counseling Categories						A	B	-
3.3.3. Perform Trained Crisis Response	5/$					2b	-	-
3.3.4. Perform Suicide Intervention	5/$					3c	-	-
3.3.5. Traumatic Stress Response (TSR)						A	B	-
3.3.6. Grieving Process						A	B	-
3.3.7. Make Referrals	5/$					2b	-	-
3.3.8. Prioritize Ministry	5/$					2b	-	-
3.3.9. Caregiver Resiliency (self)	$					B	-	-
3.3.10. Conduct Caregiver Team Resiliency	7/$					a	b	2b
3.3.11. Mass Casualty	$					B	-	-
3.4. Interpersonal Communications	$					B	B	-
3.5. Mortuary Operations	$					A	-	-
3.6. Medical Support	$					A	-	-
3.7. Spiritual Care Programs								
3.7.1. Religious Education						A	B	-
3.7.2. Spiritual Renewal						A	B	-
3.7.3. Stewardship and Humanitarian Projects						A	B	-
3.7.4. Deployment Cycle								
3.7.4.1. Pre-deployment						A	B	-
3.7.4.2. Deployment						A	B	-
3.7.4.3. Employment						A	B	-

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
3.7.4.4. Redeployment						A	B	-
3.7.5. Lay Organizations						A	B	-
3.7.6. Airman Ministry						A	B	-
3.7.7. Unit Involvement								
3.7.7.1 Roles and Responsibilities	$					B	-	-
3.7.7.2. Conduct Visitation	5/$					2b	c	-
3.7.7.3. Advise Leadership	7/$					b	c	3c
4. Chaplain Corps Readiness TR: USAF WMP 1, Annex X; JP 1-05; AFIs 10-401, 10-403, 10-416, 10-2501, 34-501, 52-101, 52-102 Vol I & II, 52-104; AFMAN 10-401,								
4.1. Unit Type Codes (UTC)						A	B	-
4.2. Readiness Functional Area Manager (FAM) Responsibilities						A	B	-
4.3. *Develop Deployed Ministry Plan*	5/$					2b	-	-
4.4. *Support Field Religious Observances*	5/$					2b	-	-
4.5. Chaplain Corps Plans								
4.5.1. Types						A	B	-
4.5.2. Prepare Annexes	7					a	b	2b
4.6. Develop Contingency Support Operating Instructions (OI)						a	b	-
4.7. Contingency Operations								

1. Tasks, Knowledge And Technical References		3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	2. Core/ Wartime Tasks	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
4.7.1. Types	$					A	B	-
4.7.2. Roles and Responsibilities	$					A	B	-
4.8. Religious Support in Joint Operations	$					A	B	-
4.9. Managing Base of Operations								
4.9.1. *Operate Control Center*	5/$					2b	-	-
4.9.2. *Obtain Resources*	$					b	-	-
4.9.3. Facilitate Force Protection	$					b	c	-
4.10. Religious Cultures								
4.10.1. Awareness	$					A	B	-
4.10.2. Prepare Briefing	5/$					2b	-	3c
4.10.3. Religious Leader Engagement	$					A	B	-
4.11. *Participate in Field Training Exercise*						2b	-	-
5. Chapel Resource Management TR: FAR 37; DoD 5000-5, 1402.5; AFPD 52-1; AFIs 36-2629, 38-201, 52-101, 52-105 Vol 1 & 2, 65-601 V1, 65-201; AFMAN 36-8001; AFMS 105A,								
5.1. Manpower						-	A	B
5.2. Air Reserve Component (ARC) Support								
5.2.1. Individual Mobilization Augmentee (IMA) Unfunded Position Requirements						-	B	-

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
5.2.2. IMA Participation Folder						-	B	-
5.2.3. Schedule IMA Tours of Duty						-	b	-
5.2.4. Prepare Military Personnel Appropriation (MPA) Requests						-	b	2b
5.3. Special Resource Personnel								
5.3.1. Categories						A	-	-
5.3.2. Performance Agreements						A	B	-
5.3.3. Prepare Performance Agreements						-	b	2b
5.3.4. Non-Chaplain Worship Leader Documentation						A	B	-
5.4. Lay Volunteers								
5.4.1. Concept and Use						A	B	-
5.4.2. Recruit						a	-	-
5.4.3. Organize						a	-	-
5.4.4. Train						a	-	-
5.4.5. Recognize						a	-	-
5.4.6. Oversee						a	b	-
5.4.7. Advise						a	b	-
5.5. Appropriated Funds								
5.5.1. Budget Process						A	B	C
5.5.2. Funding annual program requirements (Direct/Indirect mission table)						A	B	C
5.5.3. Develop Annual Financial Plan	7					a	b	2b
5.5.4. Determine Unfunded Requirements	7					a	b	2b
5.5.5. Track Expenditures	5					a	b	2b

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
5.5.6. Budget Execution Review (BER)						-	B	-
5.6. Chapel Tithes and Offerings Fund (CTOF)								
5.6.1. Roles and Responsibilities						A	B	-
5.6.2. Accounting Principles						A	B	-
5.6.3. Prepare CTOF Forms	5					2b	-	-
5.6.4. Develop Budget	7					a	b	2b
5.6.5. CTOF Government Purchase Card (GPC) Program								
5.6.5.1. Roles and Responsibilities						A	B	-
5.6.5.2. Document Credit Card Purchase	5					2b	-	-
5.6.5.3. Reconcile Monthly Credit Card Statement	5					2b	-	-
5.6.5.4. Maintain Credit Card Folder	5					2b	-	-
5.6.6. Maintain CTOF Account Manager Binder	5					2b	-	-
5.6.7. CTOF Continuity File						A	-	-
5.6.8. Perform Monthly CTOF Assessment	7					a	b	2b
5.6.9. Analyze CTOF Reports	7					a	b	2b
5.6.10. Safeguard Chapel Offerings						a	b	-
5.7. Chapel Financial Working Group (CFWG)						A	B	-
5.8. Maintain Fixed Assets						a	b	-

1. Tasks, Knowledge And Technical References		3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
	2. Core/ Wartime Tasks	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
5.9. Government Contracting Instruments								
5.9.1. Types						A	-	-
5.9.2. Funding Sources						A	B	-
5.9.3. Prepare Statements of Work	7					-	b	2b
5.9.4. Ethics						A	B	-
5.9.5. Request Appropriated Contracts						a	-	-
5.9.6. Prepare CTOF Contracts	7					a	b	2b
5.10. Chapel Facilities Management								
5.10.1. Maintain Facilities Schedule						a	b	-
5.10.2. Coordinate Chapel Activities						a	b	-
5.11. Resources to support operations								
5.11.1. Communications						-	-	-
5.11.2. Transportation						-	-	-
5.11.3. Weapons						-	-	-
5.11.4. Supplies								
5.11.4.1. General						-	-	-
5.11.4.2. Religious						-	-	-
5.11.5. Equipment						-	-	-
5.11.6. Facilities						-	-	-
5.12. Manage Internal Controls	7					a	b	2b
5.13. Process Background Checks						a	b	c
5.14. Support Agreement Requirements						A	B	-
5.15. Memorandums of Agreement						A	B	-
5.16. Military Construction (MILCON)						A	B	-

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
6. Chapel Administration TR: AFIs 33-360 Vol 1, 36-2811, 36-2618, 52-101, 52-102 V2, 90-201; AFMAN 33-326; AFH 33-337; 17 USC 102; 106; 501								
6.1. Chapel Program Bulletins								
6.1.1. Prepare						2b	-	-
6.1.2. Review						-	-	2b
6.2. Official Memorandums								
6.2.1. Prepare	5					2b	-	-
6.2.2. Review	7					-	-	2b
6.3. Personal Memorandums								
6.3.1. Prepare	5					2b	-	-
6.3.2. Review	7					-	-	2b
6.4. Official Memorandum Indorsements								
6.4.1. Prepare	5					2b	-	-
6.4.2. Review	7					-	-	2b
6.5. Talking Papers								
6.5.1. Prepare						b	-	-
6.5.2. Review	7					-	-	2b
6.6. Background Papers								
6.6.1. Prepare						b	-	-
6.6.2. Review	7					-	-	2b
6.7. Staff Level Communications								
6.7.1. Prepare	5					2b	-	-
6.7.2. Review	7					-	-	2b
6.8. Electronic Mail								
6.8.1. Prepare	5					2b	-	-

1. Tasks, Knowledge And Technical References	2. Core/ Wartime Tasks	3. Certification For OJT				4. Proficiency Codes Used to Indicate Training/Information Provided (See Note)		
		A	B	C	D	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Course	CDC	Course
6.8.2. Review	7					-	-	2b
6.9. Operating Instructions								
6.9.1. Prepare	7					a	b	2b
6.9.2. Review	7					-	-	2b
6.10. Multimedia Equipment						-	-	-
6.11. Graphics Presentations						-	-	-
6.12. Spreadsheets						-	-	-
6.13. Forms and Publications						-	-	-
6.14. Prepare Publicity Materials	5					1a	b	2b
6.15. Chaplain Corps Statistical Reports -AF Forms 1270 & 1270a								
6.15.1. Prepare	5					2b	-	-
6.15.2. Analyze	7					-	b	2b
6.16. Self-Inspection Program						-	A	B
6.17. Protocol Principles						A	B	-
6.18. Files Management						-	-	-
6.19. Manage Suspenses	5					1a	b	-
6.20. Chaplain Corps Safety						-	A	-
6.21. Prepare Position Description	7					-	b	2b
6.22. Copyright								
6.22.1. Copyright Requirements						C	-	-
6.22.2. Assess Copyright Requirements						-	-	3c

Attachment 2

Section B--Course Objective List

1. Measurement. Each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required knowledge or task performance which is measured with a performance progress check, and **PC/W** indicates separate measurement of both knowledge and performance elements using a performance progress check and a written test. **P** indicates required task performance, which is measured with a performance test, while **P/W** indicates separate measurement by a performance test and a written test. **PC/P/W** indicates separate measurement by a progress check, performance test and a written test.

2. Standard. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained. A student will undergo academic review upon failing their second written examination or a written examination and two performance tests or four performance tests. The range of actions includes probationary continuation, special individualized assistance/re-test, wash-back or elimination.

3. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the tasks, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

4. Course Objectives:

4.1. Chaplain Assistant Apprentice Course:

4.1.1. Course objectives maintained by Eaker Center/MSOT.

4.2. Chaplain Assistant Craftsman Course:

4.2.1. Course objectives maintained by Eaker Center/MSOT.

Section C - Support Materials

The following list of support materials is not all inclusive; however, it covers the most frequently referenced areas.

Reference	Title	Developer
5R051 CDC	Chaplain Assistant Journeyman	CDC Writer
AFMAN 33-326	Preparing Official Communications	SAF/XCPPC
AFH 33-337	The Tongue and Quill	ACSC/DEOP

Section D - Training Course Index

1. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

2. Air Force In-Residence Courses.

2.1. Mandatory Courses.

COURSE NUMBER	TITLE	LOCATION
MCALP5R031 0C3A	Chaplain Assistant Apprentice Course	Ft Jackson SC
MCALP5R031 0C3B *Effective 11 January 2011	Chaplain Assistant Apprentice Course	Ft Jackson SC

2.2. Other Courses.

COURSE NUMBER	TITLE	LOCATION
MAFCSI126	Chaplain Assistant NCO Leadership Course	Ft Jackson SC
MAFCSI126	Chaplain Assistant SNCO Leadership Course	Ft Jackson SC
MAFCSI128	Religious and Cultural Awareness Course	Ft Jackson SC

3. Air University/A4L Courses.

COURSE NUMBER	TITLE	LOCATION
CDC 5R051	Chaplain Assistant Journeyman	Ft Jackson SC

4. Exportable Courses

COURSE NUMBER	TITLE	LOCATION
M6ACL5R071 0C7A	Chaplain Assistant Craftsman Course	Ft Jackson SC
M6ACL5R071 0C7B *Effective 21 February 2011	Chaplain Assistant Craftsman Course	Ft Jackson SC

5. Courses Under Development/Revision

COURSE NUMBER   **TITLE**   **LOCATION**

N/A

Section E - MAJCOM Unique Requirements

The following list of MAJCOM unique responses is not all inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER   **COURSE TITLE**   **LOCATION**

N/A